How to Purchase a Permit and Link Your Vehicle to It

Step 1.

Sign in to your MyBGSU account:

Step 2.

Click on the Parking Icon found in the lower right of your screen (For Faculty and Staff click on the “Manage Parking Account” text found in the lower left navigation menu):
Step 3.
Click “Permits” to expand Permits Options, then click “Get Permits”:

Step 4.
Read the Purchase Permit Screen and the click, “Next”:
Step 5.

Select the permit you wish to purchase, select “I have read and understand the above statements” and then click “Next”:

![Select Permit and Permit Agreement](image)

Step 6.

If you already have an existing vehicle on your account and want to use it with your permit, select it to link it to your permit, then click “Next” and skip to step 8. If the vehicle you intend to use is not registered in your account, select “Add New Vehicle to Permit” and move on to step 7. Note: You may have multiple vehicles registered to your account, You must have the vehicle you are parking on campus registered in your Parking Account for the License Plate Recognition System to recognize it. Failure to register a vehicle to your permit will result in receiving a citation for “License plate and permit do not match.” ONLY ONE OF THE VEHICLES THAT IS REGISTARED TO YOU PERMIT IS ALLOWED ON CAMPUS AT A TIME! Having two vehicles that are registered to one permit on campus will result in a fine.

![Select your Vehicles for Permit](image)
Step 7.

Enter your vehicle information and click “Next” (You must use capital letters in the Plate Field):

Step 8.

Select your vehicle to link it to your permit and Click “Next” Note: You may have multiple vehicles registered to your account, You must have the vehicle you are parking on campus registered in your Parking Account for the License Plate Recognition System to recognize it. Failure to register a vehicle to your permit will result in receiving a citation for “License plate and permit do not match.” ONLY ONE OF THE VEHCILES THAT IS REGISTARED TO YOU PERMIT IS ALLOWED ON CAMPUS AT A TIME! Having two vehicles that are registered to one permit on campus will result in a fine.
Step 9
Select your payment method, enter your email for your receipt, and click “Next”:

Step 10
Review your payment information and click “Complete Transaction”: 
Step 11
Review your payment receipt and log out:

![Payment Receipt Image]

<table>
<thead>
<tr>
<th>Purchased Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
<td>Type</td>
</tr>
<tr>
<td>1</td>
<td>Item</td>
</tr>
</tbody>
</table>

Transaction Summary

- CC Receipt Number: [Redacted]
- Payment Method: [Redacted]
- Payment Date: [Redacted]

Click [Logoff] to log out.